1 July 1968

MEMORANDUM FOR: Chief, Support Services Staff

SUBJECT   : ADP MIS Reports as of June 1968

REFERENCE   : Memo dtd. 7 June 68 to DTR frm C/SSS,
                    subj. same

The Office of Training submits a negative ADP MIS report

for Fiscal Year 1968. We have no ADPE inventory on hand

nor do we anticipate acquiring any in Fiscal Year 1969.

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Registrar, Office of Training

Orig & 1 - addressee
      1 - ADP Subject File
      1 - Chrono

7 June 1968

MEMORANDUM FOR: Director of Communications
                   Director of Finance
                   Director of Logistics
                   Director of Medical Services
                   Director of Personnel
                   Director of Security
                   Director of Training

SUBJECT   : ADP MIS Reports as of 30 June 1968

REFERENCE   : a. C/IPS Memorandum, same subject
                      dated 5 June 1968

                  b. C/SSS Memorandum, subject: ADP
                      Management Information System
                      Reports, dated 18 April 1968

        1. In the last paragraph of reference b. I requested that com-
pleted transcript sheets for semi-annual ADP MIS reports for the period
ending 30 June be sent to me by 1 July. Follow-up supplemental infor-
mation contained in the attached reference a. memorandum is forwarded
for information and use by your office ADP manager in preparation of
these reports.

        2. I note in paragraph 1 a. of reference a., another "On Hand
ADPE Inventory" machine print out will be made before 30 June. While I
anticipate receiving and processing this print out so as to be available
to DD/S ADP office managers in sufficient time to permit simultaneous
submission of the four reports due, untimely receipt of the "Inventory"
print out should not be cause for delay. Should circumstances require,
the "Inventory" print out forwarded as attachment to reference b. combined
with your copies of subsequently submitted transcript sheets (Card B)
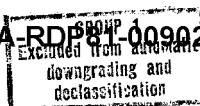should be used as current data base for working the "Inventory" report.

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Chief, Support Services Staff

Attachment

5 JUN 1968

MEMORANDUM FOR: Information Processing Coordinators

SUBJECT   :   ADP MIS Reports as of June 30, 1968

1. Bureau of the Budget Circular No. A-83 requires the submission of specific ADP MIS reports periodically (see ADP MIS Manual, Section 4). The following steps will be taken to prepare our ADP MIS data base for reporting as of June 30, 1968.

   a. On Hand ADPE Inventory. A machine printout of the current data base will be made before June 30 and furnished to the ADP Units for verification and updating (through June 30), then fed back to the computer system by July 15.

   b. Projected EDPE Gains and Projected EDPE Losses. Report all computer equipment which is planned for installation or release, i.e., currently in the FY 69 and FY 70 budgets. Projected Gain/Loss reports can not be handled by updating any previous projection reports. They must be treated as wholly new projection reports, as of June 30, 1968. Transcript sheets are due in O/PPB by July 15. (See ADP MIS Manual, Section 7.2.2.)

   c. EDPE Utilization. Report computer utilization data on Format D as specified in the ADP MIS Manual. Note: The report as-of-date is June 30, 1968, therefore, the current fiscal year (C/FY) is FY 1968 and the budget fiscal year (B/FY) is FY 1969. Transcript sheets are due in O/PPB by July 15.

   d. Summary ADP Manpower and Cost. This report of ADP Unit manpower and cost data for fiscal years 1967, 1968 and 1969 is to be furnished on transcript Formats F-K. It is due in O/PPB by July 15, along with the above reports, rather than July 30, as indicated in the ADP MIS Manual. Thus, we will be able to furnish BOB a total package by July 31. (A-83 allows 15 more days for this report than for the others, but it is preferable to machine process all of these reports at the same time.)

2. The new fiscal data, provided for in the March 1968 revisions to the ADP MIS Manual, must be entered in Col. 68-70, Format C to identify obligations for additional, replacement and conversion (lease to purchase) items. This applies chiefly to projected gains reporting, but also for on hand inventory items where conversion is budgeted for.

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Chief, Information Processing Staff
Office of Planning, Programming, and Budgeting

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